



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 10-065

The U.S. Embassy in New Delhi is seeking an individual for the position of Consular Investigations Assistant in the Consular office (CONS).

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Consular Investigations Assistant, FSN-1430-8,
DLA-301003
(Personal Services Agreement)

OPENING DATE: June 10, 2010

CLOSING DATE: June 24, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-6
Ordinarily Resident: Grade: FSN-8*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Investigate local NIV and IV cases and prepare investigation reports under the direction of the Fraud Prevention Manager.
- Conduct field investigations in the company of a Consular Officer.
- Prepare fraud investigation reports, Screen fraud tips to determine whether they contain enough information to act upon.
- Prescreen NIV applications to ensure that passports are useable.
- Advise Consular Officers on possible steps to take with potentially fraudulent cases, based upon the experience and training in fraud trends and practices.
- The Incumbent is responsible to work 'independently' to create and refine investigation resources for the Fraud Prevention Unit, such as useful web sites and comparative ad hoc queries.

QUALIFICATIONS REQUIRED

1. College degree.
2. Minimum three years experience in a professional office setting, including two years in a Consular office. Must also have experience in public enquiries, general knowledge of visa procedures and fraud prevention work.
3. Level IV (fluency) in English and Hindi. Level III in at least one other Indian language.
4. The incumbent of this position must be highly perceptive due to the diverse, sensitive and highly complex nature of the cases handled.
5. The ability to use personal computer databases and packages, software packages such as MS-Word, EXCEL, ACCESS, Power Point, e-mail, and CD-ROM applications.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Shantipath, Chanakyapuri
New Delhi 110 021

FAX: 2419-8056

Or

E-mail: NewDelhiVacancies@State.gov

Please insert "VA# 10-065 (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **June 24, 2010**.

AN EQUAL OPPORTUNITY EMPLOYER